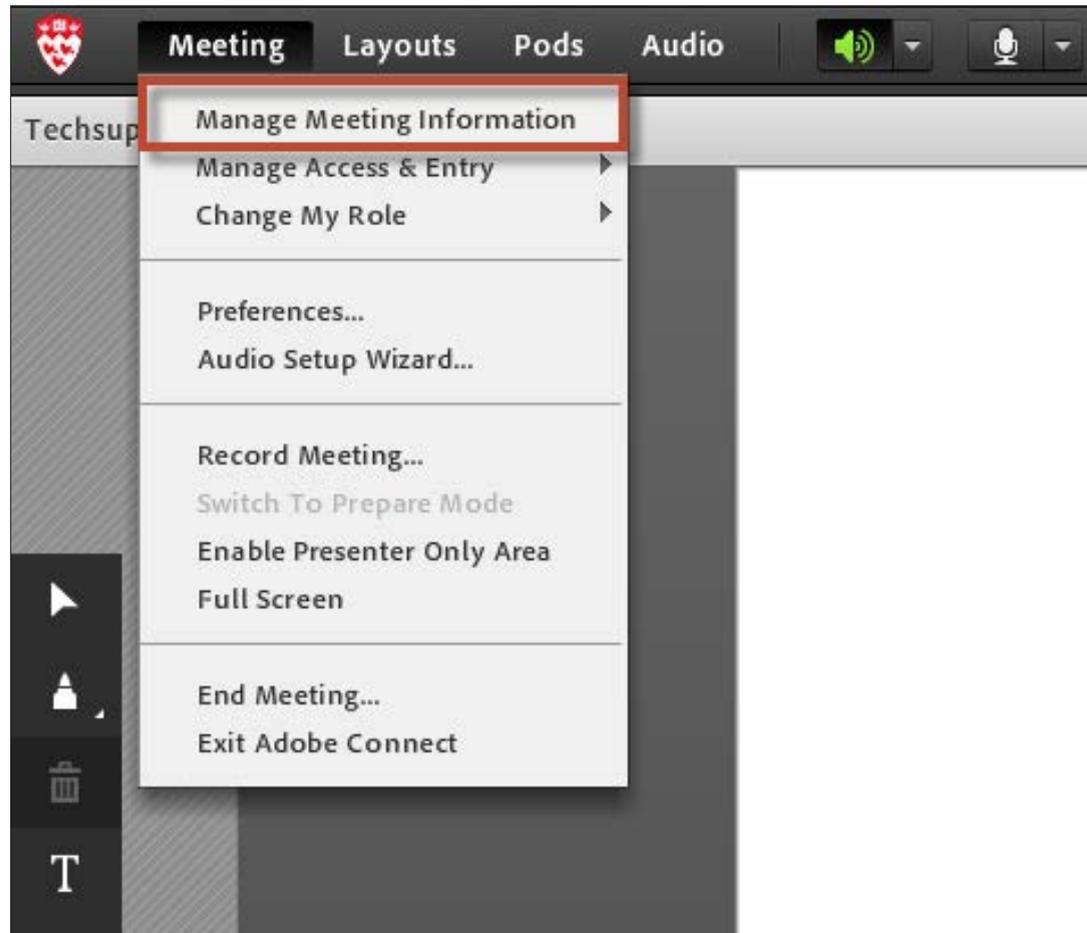


# How to Access Recordings in Adobe Connect

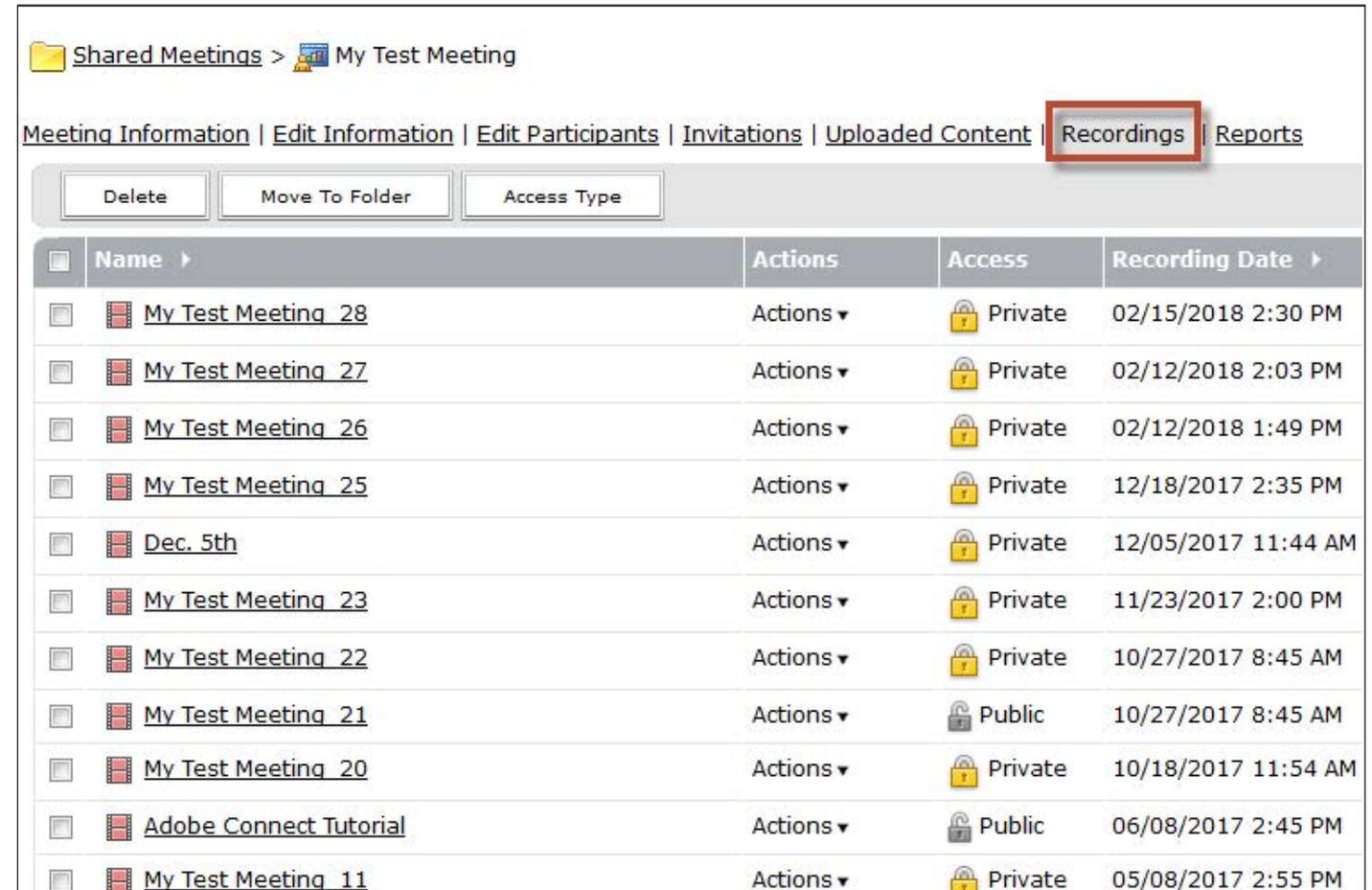
## Step 1

Click on Meeting and then click **Manage Meeting Information**.



## Step 2

A new window will open. Click on **Recordings**.



# How to Access Recordings in Adobe Connect

## Step 3

If access is private, only hosts can view the recording. To change the recording to public access, **check off** the meeting you want to watch and click **Access Type**.

Shared Meetings > My Test Meeting

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings

Delete Move To Folder **Access Type**

<input type="checkbox"/>	Name	Actions	Access
<input checked="" type="checkbox"/>	My Test Meeting_28	Actions ▾	Private
<input type="checkbox"/>	My Test Meeting_27	Actions ▾	Private
<input type="checkbox"/>	My Test Meeting_26	Actions ▾	Private
<input type="checkbox"/>	My Test Meeting_25	Actions ▾	Private
<input type="checkbox"/>	Dec. 5th	Actions ▾	Private

## Step 4

Choose **Public** and then click **Save**.

Shared Meetings > My Test Meeting

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Change Access Type [ Return To Recordings ]

**My Test Meeting\_28**

Private

**Public**

Set Passcode (Optional)

**Save** Cancel

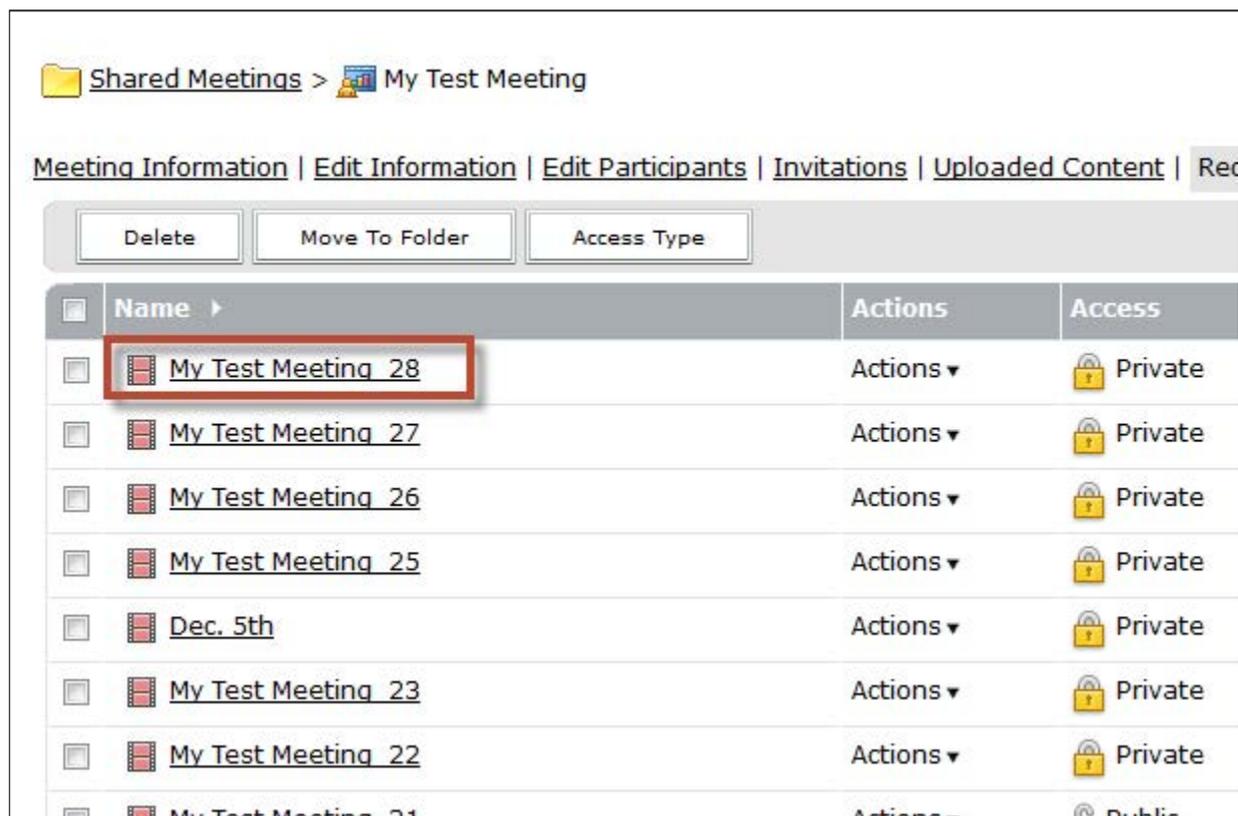
Copyright © 2001 - 2017 Adobe Systems Incorporated and its licensors. All rights reserved.



# How to Access Recordings in Adobe Connect

## Step 5

Click on the name of the meeting you want to watch.

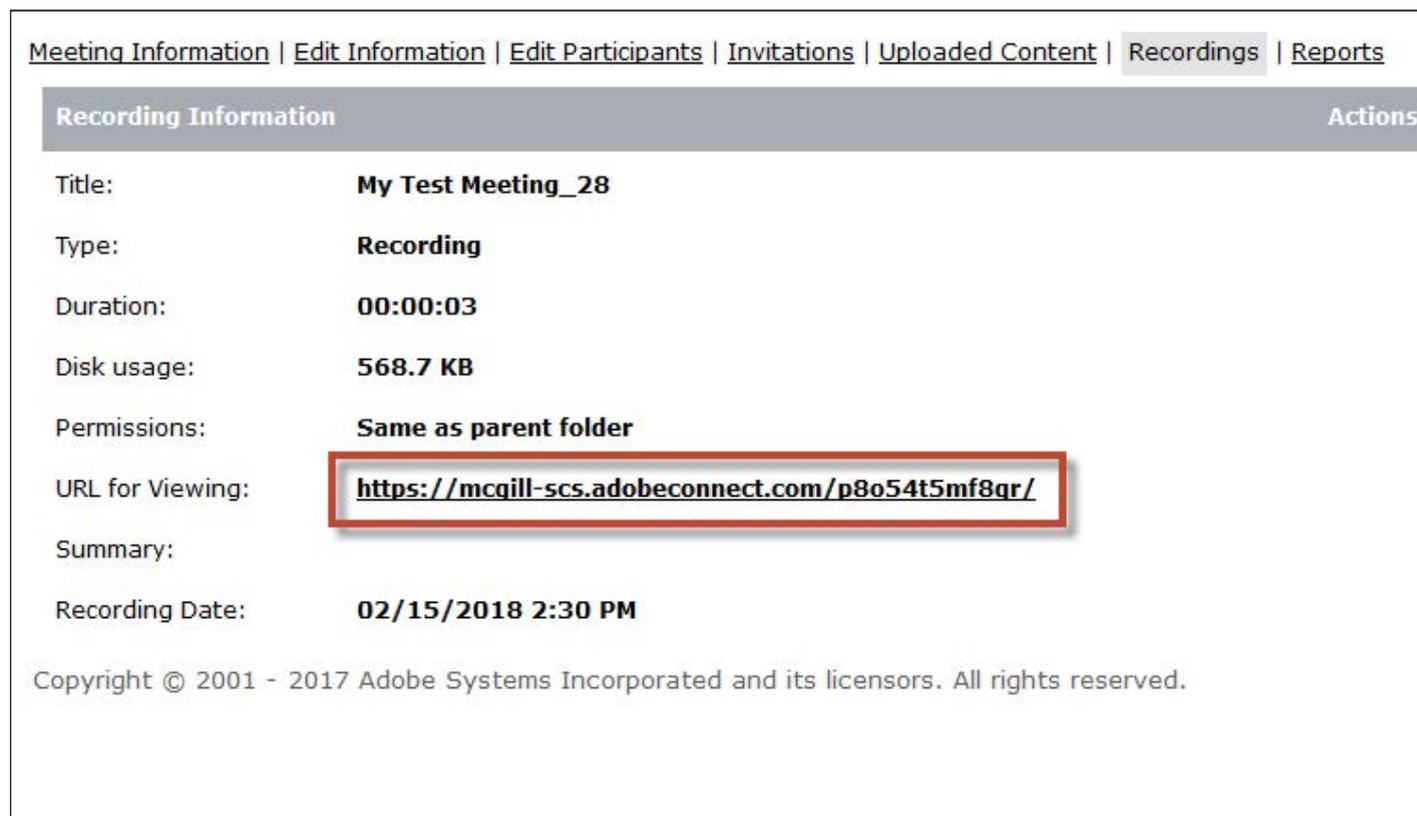


The screenshot shows the Adobe Connect interface for a folder named "My Test Meeting". At the top, there are navigation tabs: "Meeting Information", "Edit Information", "Edit Participants", "Invitations", "Uploaded Content", and "Recordings". Below these tabs are three buttons: "Delete", "Move To Folder", and "Access Type". A table lists several recordings, with the first one, "My Test Meeting\_28", highlighted with a red box. The table has columns for "Name", "Actions", and "Access".

Name	Actions	Access
My Test Meeting_28	Actions ▼	Private
My Test Meeting_27	Actions ▼	Private
My Test Meeting_26	Actions ▼	Private
My Test Meeting_25	Actions ▼	Private
Dec. 5th	Actions ▼	Private
My Test Meeting_23	Actions ▼	Private
My Test Meeting_22	Actions ▼	Private
My Test Meeting_21	Actions ▼	Public

## Step 6

Click on the URL to view the recording.



The screenshot shows the "Recording Information" page for the selected recording. It includes navigation tabs at the top: "Meeting Information", "Edit Information", "Edit Participants", "Invitations", "Uploaded Content", "Recordings", and "Reports". The "Recording Information" section contains the following details:

- Title: My Test Meeting\_28
- Type: Recording
- Duration: 00:00:03
- Disk usage: 568.7 KB
- Permissions: Same as parent folder
- URL for Viewing: <https://mcgill-scs.adobeconnect.com/p8o54t5mf8qr/>
- Summary:
- Recording Date: 02/15/2018 2:30 PM

At the bottom, there is a copyright notice: "Copyright © 2001 - 2017 Adobe Systems Incorporated and its licensors. All rights reserved."